

Future Due Accounts Receivable

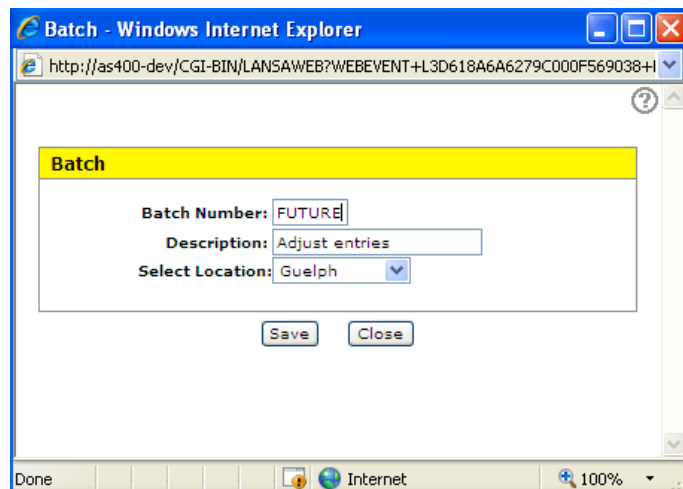
This process will allow you to adjust a current invoice and make change the due date to a future date to avoid late charges on a customer's account.

In order to do this, you'll need to create a new cash receipts batch. First click on cash receipts under the Accounts Receivable menu

Financial Management Quick Links

Accounts Receivable	General Ledger
Customer Profile	Chart of Accounts
Customer Reports	Account History
A/R Outstanding	Financial Reporting
Cash Receipts	Journals
Aged Trial Balance	Subledgers
Statements	Budgets
Month End	Close G/L Period
Invoice History	

You can use an existing batch or create a new one by clicking on the option at the bottom of the screen to create a new batch. In this case we'll use a new batch



Batch - Windows Internet Explorer

http://as400-dev/CGI-BIN/LANSAWEB?WEBEVENT+L3D618A6A6279C000F569038+H

Batch

Batch Number: FUTURE

Description: Adjust entries

Select Location: Guelph

Save Close

Search for your customer as you normally would and the cash receipts screen will be displayed

Sort by: ☒ Date ☐ Invoice Number ☐ Location

Select Invoice Number:

Select Payment Date: 07/25/2007

Select Invoice Amount:

Select Account Number:

Auto Pay Amount:

Auto Apply Check Number:

Go >>

Key Cash Receipts Lines to Display: 10

Name: KARYN PARKS Business Phone Number: (555) 226-5366 Salesperson: Rich Hamm

Customer Number: 0225236600 Last Invoice: 07/24/2007 Type: Open Item Terms: C.O.D.

Last Payment: / / 0 Average Payment Days: 0 A/R Agency Default:

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input type="checkbox"/>		

(1 - 1 Of 1)

A/R Memo - Click here Customer A/R History Total 13,782.60

Adjustment Reverse Copy Distribute Clear Pay Pay & Done Subtotal Done

As an example, we're going to adjust this invoice to move it from 07/24/2007 to 12/01/2007. First, put a check mark beside the invoice you want to change-

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input checked="" type="checkbox"/>		

Then hit the pay button at the bottom and system will automatically fill out the payment details.

Key Cash Receipts						Lines to Display: 10		
Name: KARYN PARKS		Business Phone Number: (555) 226-5366		Salesperson: Rich Hamm				
Customer Number: 0225236600		Last Invoice: 07/24/2007		Type: Open Item		Terms: C.O.D.		
Last Payment: / / 0		Average Payment Days: 0		A/R Agency Default:				
Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input type="checkbox"/>	-13782.60	07/25/2007
(1 - 1 Of 1)								
A/R Memo - Click here		Customer A/R History		Total 13,782.60				

Then check the box again, but this time hit the Reverse button at the bottom. This will bring up an adjustment window where you can make entries to the item before saving it.

Reverse - Windows Internet Explorer

<http://as400-dev/CGI-BIN/LANSAWEB?WEBEVENT+L3D61936F6709300059F903B+DVL>

Reverse

Invoice Number: M00836

Invoice Date: 07/24/2007

Account Number: 1040101

Description: KARYN PARKS

Payment Date: 07/25/2007

Payment Amount: 13782.60

Payment Check Number:


Save

Close

At this point, change the invoice date to the new date (in this case I'm using 12/01/2007)


Reverse

Invoice Number:

Invoice Date: 

Account Number:

Description:

Payment Date: 

Payment Amount:

Payment Check Number:

At this point you'll have paid the original entry and left behind a new entry that's in the future:

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount		Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input type="checkbox"/>	-13782.60	07/25/2007	
M00836	12/01/2007	1040101	Guelph	KARYN PARKS		<input type="checkbox"/>	13782.60	07/25/2007	

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[A/R Memo - Click here](#)

[Customer A/R History](#)

Total 13,782.60

You can then update the batch to make the g/l entries as usualy.

Note: In Intellidealer you can only future due an invoice to a date of the current year + 7.
So an invoice keyed in 2007 cannot be made due later than Dec 31/2014.